FLUXLABS

CHECKLIST · REMOTE WORK

Working from home safely

Your home becomes part of the business network when you work there. Tick these once, and check again each year.

Your home network

- [ ] Home Wi-Fi has a strong password, not the one printed on the router
- [ ] The router's own admin password was changed from the default
- [ ] The router is less than 5 years old and gets updates
- [ ] Smart TVs, cameras and gadgets are on a guest network if you can

Your work computer

- [ ] Only you use it. Family uses a different device
- [ ] It locks when you walk away
- [ ] Updates and restarts happen, not postponed for weeks
- [ ] Work files are saved to the company's shared drive or cloud, not the desktop
- [ ] No personal software, games or browser add-ons

Habits

- [ ] Calls with client details happen where others can't hear
- [ ] Printouts with client details are shredded, not put in household trash
- [ ] Video call backgrounds don't show whiteboards or papers
- [ ] On public Wi-Fi, use your phone's hotspot or the company's secure connection instead
- [ ] Report a lost or stolen device right away

Something feels off?

Slow computer, strange pop-ups, a password prompt you didn't expect: call your IT support before you keep working.